

Filtering in **Reading** Mode

1 Click **Reading** if it is not highlighted. **2** Click **Filter Bar**. The **Report Filter Toolbar** will display above the report panel. **3** Click the filter 'Add a simple report filter' icon on the far left. The report filter classes will display in a dropdown menu. As you move the mouse over them, the result object filters will be displayed to the right. **4** Click one to select it. In this example **Object Category** is selected.

Web Intelligence

2 Filter Bar

Freeze

Outline

1 Reading

Design

3 Click icon to add simple report filters

Object Trans Code

Agency Class - Org

Acct Detail Object

Others

4 Object Category

Object Name

State of Louisiana

Integrated Statewide Information Systems


on Rollup of Expenditures by Object and Category (FDM)

Filter Bar

Click here to show or hide Report Filter toolbar

8/7/08 10:12 AM

Categories of Expenditure	Object	Budgeted	Expended	Encumbered	Pre-Enc	Remaining Budget
FY 2008	Agency 100	Program 1000				
21	SALARIES-CLASS - REGULAR	2100	0.00	0.00	0.00	0.00

The selected filter(s) will then display on the tool bar. **5** Click on the filter or on the down pointing arrowhead  to display the available values. The first choice is always 'All values' and the last is always '(Remove)'. **6** Click a value to select it. In this example the value **55** is selected. The filtered version of the report will be displayed.

Web Intelligence

5

Object Category (All values)

Object Category (All values)

21

35

40

45

50

6

55

65

70

85

(Remove)

Drill filter on Object Category

Expenditure

FY 2008

Agency 100

Orgn1001

21 SALARIES-UNCLASS- OVERTIME 2140

SALARIES-UNCLASS- REGULAR 2130

21 SALARIES

35 STUDENT LABOR 2210

WAGES 2200

35 OTHER COMPENSATION

40 F.I.C.A. TAX (OASDI) 2350

GROUP INSURANCE CONTRIBUTIOI2380

Web Intelligence

55

Filtered Version of Report





Object Category = 55

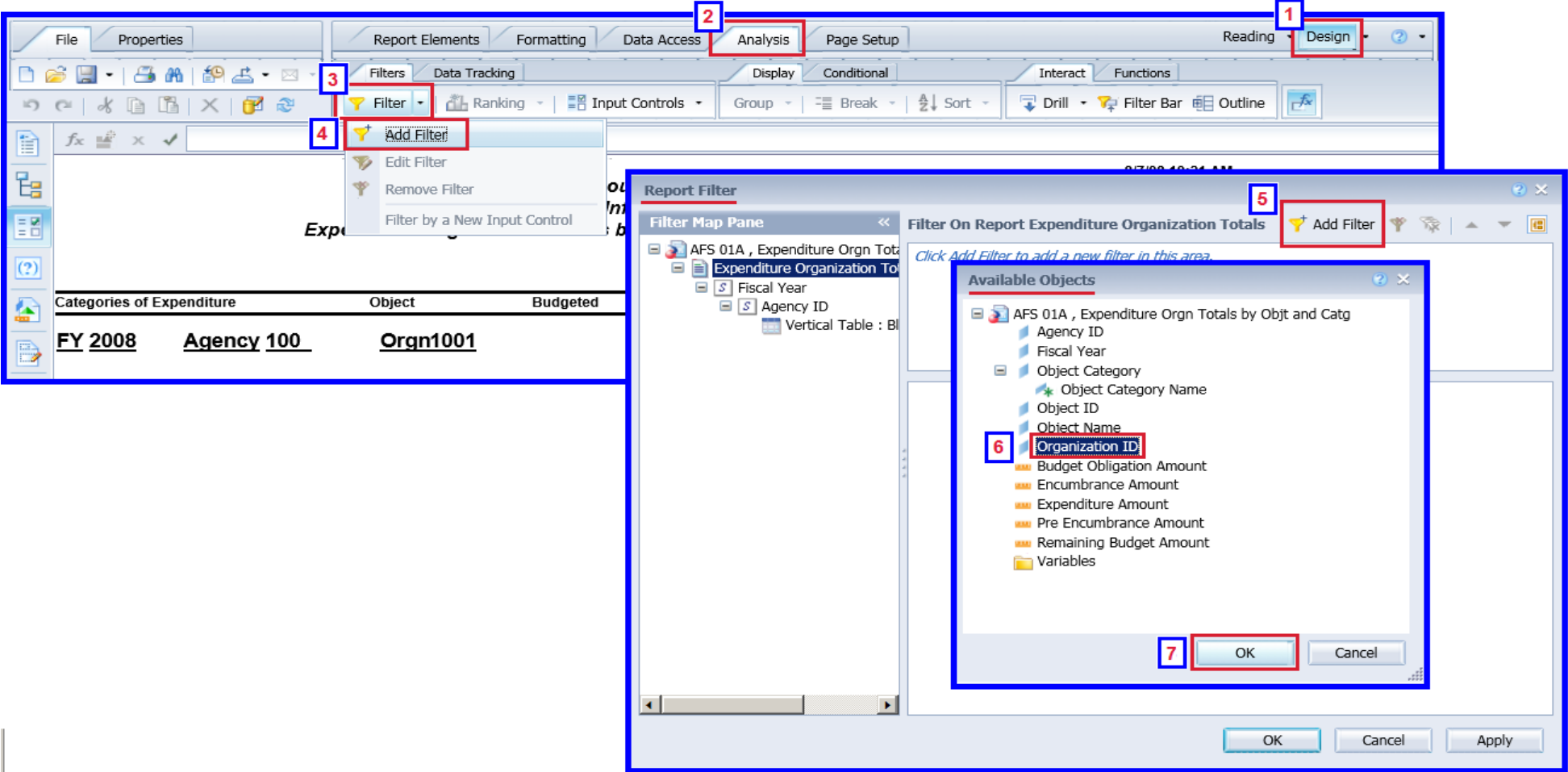
State of Louisiana


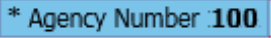

Integrated Statewide Information Systems


Expenditure Organization Totals by Object and Category (FDM)

Categories of Expenditure	Object	Budgeted	Expended	Encumbered	Pre
FY 2008	Agency 100	Orgn1001			
55	OFFICE SUPPLIES 3100	8,881.00	3,189.78	0.00	
	OPERATING SUPPLIES - AUTO 3170	0.00	0.00	0.00	
	OPERATING SUPPLIES - COMPUTE3120	4,000.00	597.34	0.00	
	OPERATING SUPPLIES - FOOD 3160	141,506.00	157,164.53	0.00	
	OPERATING SUPPLIES - HOUSEHO3200	33,832.00	40,814.39	0.00	
	OPERATING SUPPLIES - MEDICAL 3140	0.00	19.98	0.00	
	OPERATING SUPPLIES - OTHER 3180	2,700.00	3,647.27	0.00	
	OPERATING SUPPLIES-OTHER-MEC3230	100.00	97.79	0.00	
	OPERATING SUPPLIES - PERSONAL3220	0.00	12.95	0.00	
	OPR SUPPL'S - CLOTHING & UNIF3130	400.00	0.00	0.00	


Filtering in **Design** Mode **1** Click **Design** if it is not highlighted. **2** Click **Analysis** in the top row of tabs. In the second row of tabs under **Filters** **3** click the down pointing arrowhead  to the right of the  **Filter** icon. From the dropdown menu **4** click  **Add Filter**. In the **Report Filter** window that is displayed, **5** click  **Add Filter**. In the **Available Objects** window that is displayed, **6** click the object to be filtered. In this example **Organization ID** is selected. **7** Click **OK**.



1 Click the object in the  panel
(example:  - Note: the previous value will display, ).

2 Click the new value (example: ) for the object.


Repeat **1** and **2** to change the value of other objects.

3 Click the right pointing arrowhead button,  .

4 Click the  button.

In 'Design' Mode'...



Note: If the  button is greyed out, you do not have security to modify the report in that folder, but you have the option to copy the report to your personal folder where you will have security/permission to manipulate and save the report as needed.



Refresh Option 1



Click the 'refresh' icon, , in the tool bar under  tab (upper left side, see  below).

Refresh Option 2



Click the 'refresh' icon, , in the tool bar at the bottom of the screen (to the far right, see  below).